

7 June 1957

STATINTL

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Space Situation in the Biographic Register, OCR

DOCUMENT NO. 4  
 NO CHANGE IN CLASS. ☐  
 DECLASSIFIED ☒  
 CLASS. CHANGED TO: TS S C  
 NEXT REVIEW DATE:  
 AUTH: 21680  
 DATE: 21680 REVIEWER: 372044

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1. The Inspector General in his report of survey of OCR, dated 25 April 1956, cited the overcrowded conditions [redacted] which is located in North Building, as "some of the worst" and recommended that you direct the Management Staff to conduct an extensive survey to see if some action could be taken to alleviate the then existing overcrowding.

2. On 1 June 1956 I sent you a memorandum citing the IG recommendation and requesting Management Staff action which was subsequently ordered by the AED/S on 5 June 1956.

3. The Management Staff report was issued on 6 December 1956 to the Director of Logistics and after presenting several alternatives, recommended that renovation of the attic of North Building to provide additional space, which was the OCR suggested solution to the problem, be deferred until spring of 1957.

4. The reasoning behind this suggestion was that [redacted] by changing the records storage practices, could save 670 sq. ft. and by moving some of my other units around I made available to [redacted] some 610 sq. ft. in Central Building giving them a total of over 1310 sq. ft. These moves gave [redacted] some immediate relief, and I believe have given Logistics ample time to study the various problems involved in renovating the attic and to consider the needs of other components for additional space.

5. However, it is now 13 months since the IG Survey was completed and [redacted] is still urgently in need of some 1500 additional sq. ft. The personnel office beachhead in North Building is being moved to 16th Street thereby freeing 715 sq. ft. Since [redacted] is the only element now in North Building (with the exception of TSS in the basement), I believe the logical action is to give them this 715 sq. ft. Further, I am requesting that Room 303, 3rd floor of North Building be renovated as quickly as possible for [redacted] use. This room, which needs only painting, fluorescent lights, linoleum or tile on the floor, and airconditioning (which my people in [redacted] have agreed to take from their own offices), will provide an additional 650 sq. ft. which added to the 715 sq. ft. of personnel space will finally relieve our most serious overcrowding problem.

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EHH:bpc

Distribution

O &amp; 1 - Addressee

1 - OCR

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Approved For Release 2002/01/03 : CIA-RDP80-00948A000200010002-7

2 - O/DD/1

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